

Weekly Status Meeting Reports List

Jean Christopherson

- * Up times
- * List of services # hits
- * incidents
- * list of machines and health

Keira Bromberg

- * Projects in progress with & without resources
- * Tech support: open problems
how many solved
"problem accounts"

Kevin Oliveau

- * Projects in progress
- * Billable hours

Meikle Hall

- * List services in production, sales, operations, next milestone
- * Level of people utilization
- * Other things PS is doing

Bruce Gilliat

- * New marketing progress, PR's
- * Big customer coming in this week
- * When a customer goes to Production Services

Nick Scharf

- * Hiring status
- * Rolling cash forecast, receivables aging
- * Bookings by customers
- * Voicemail

Team

uptimes
list of services # hits, ~~calls~~
incidents
list of machines & health

Nick

Hiring status
rolling cash forecast, Receivables aging
voicemail

~~Bruce~~

Bookings by customer

Bruce

new marketing programs, PRs
Big customers coming in this week
when a customer goes to Prod Server

Mcikle

what projects need sales help
list services in production, sales, operations, next milestone
level of people utilization
other things PS is doing

Kendra

Projects in progress with & without resources

~~other activities~~

tech support

open problems
how many solved problems
"problem accounts"

Keron

projects in progress
billable hours

Date: Fri, 2 Dec 1994 15:32:14 -0800
To: judy@wais.com
From: cyndy@wais.com (Cyndy Riley)
Subject: agenda item for next mgmt meeting
Cc: bruce@wais.com

Judy-

Will you please add an agenda item to the next scheduled management meeting which I believe is Monday Dec. 12 at 11:00.

The issue is whether WAIS INC. should rent space on our server to VARs that are trying to get up-and-running, and if so how much should we charge.

Bruce is aware of this issue and will be able to run the discussion.

Thanks, Cyndy

Agenda

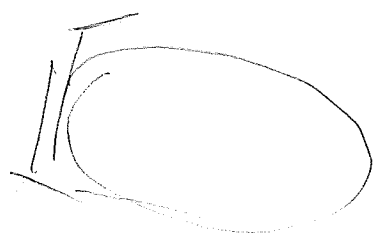
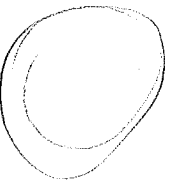
10/31/94

- o operations status
- o hiring ^{10/31, peter} 23 now 30 offers { Claude, Kevin, Norm, } { Aneesa, Developers, Manager }
- ✓ travel logistcs
- ✓ Agreements
 - obs o contributed into Invention Agreement
 - o mutual non-disclos
 - ⇒ o source code
 - ✗ ⇒ o site
 - ⇒ o enterprise
 - o reseller
 - o client toolkit
 - o server toolkit
 - o online services agreement
- ✓ Fulcom
 - o facilities
 - o ~~power~~
- + Aneesa

Status Mtg

- ✓ Board mtg
- ✓ Prod sources at staff mtg
- ✓ LAN
- ✓ Ensemble update
- ~~✓ Microsoft~~
- ✓ Routers
- ✓ King (TD)
- ✓ Equipment WS
- ✓ HR mtg at 2
- ✓ Facility mtg
- ✓ Fulcrum

Finances
org chart
forecast
top acct
• EB
• MS
• AOL
• DJ
• CMP
• Routers
• Intel
• SWN
~~Microsoft~~



* schedule acct review for agenda

[King
stress levels — structure
time counts

Date: Sun, 16 Oct 1994 19:20:05 -0800
To: judy@wais.com (Judy Chen)
From: Brewster@wais.com (Brewster Kahle)
Subject: next board mtg

could you start to confirm with the board mtg people for this upcoming mtg?
Go with the same cast of characters.

I would like to get things to them way in advance if possible.

1. Chris Younger stuff
2. Salary overview from Nick
3. Facilities overview from Nick
4. Financials for last quarter from Nick
5. Client strategy issues from brewster — *me*

I am sure there will be more.

thanks!

-brewster

1 Oct 4-PM

Move On

Sun nothing done
Mosaic BK
Conquest DB

Intel meet before next wk

M. Tre
Integralis need applications for AI server

Endrum BK/BK

CISCO JD ~~doing~~ losing

Micro soft BK need tech staff

Apple

Fujitsu

Intelligence BK many

Novell

S&I

PLS

AOL

ALAMEDA TRAVEL

September 20, 1994

Mr. Bruce Gilliat
WAIS INC.
1040 Noel Drive
Menlo Park, Ca 94025

Dear Bruce;

I have received the contracts which provides WAIS with discounts on one-way fares. I was please to have used it for Keira Bromberg's fare when she came from Boston. I am unaware of who would be the person to submit these contracts to for signing, so I have sent them to you.

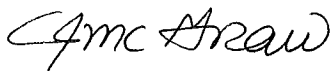
Bruce I also would be pleased to sign your firm up with a corporate rate with Hertz Rental Car. They have offered to come to your company to explain the merits of their program (gold-card check in, discounts, etc.). Please let me know if this is something that interests you and WAIS.

Thank you sincerely for allowing me the opportunity of working with you and WAIS. If there is anything I can do to make things easier for you, do not hesitate to call me.

I also had sent Judy (as well as FAXED) information about TWA'S UATP credit card which is a no-fee form of payment that would really be ideal for WAIS. It has its own unique accounting package that breaks down the expenditure for each employee and obviously frees up personal credit cards. I recently signed up another small account with this UATP, and they are very pleased. I would be interested in knowing if you have had an opportunity of seeing this packet of information.

Please look over the enclosed documents, and have the appropriate person sign the contract if you agree with everything. I would be happy to come by at your convenience to pick them up.

Best regards,



Carolyn J. McGraw
Owner

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9/19/94

✓ Tom Erskin Bk

✓ Board mtg £ 10 - 4

✓ Online proposals NYTimes
Reuters HOA, Intel, CNA, AOL, Times, Woodres

✓ porting BSK BSK
SGI, HP

✓ Rackets staffing

✓ staffing: new folk

- JP Massan
- Kevin
- Mangum St Pierre
- Teri Morris

• Intel + MS

for NEX +